

## Dependent Eligibility Documentation

Dependent's Relationship to Employee/Retiree	Certified Copies of the following document(s) are required
Spouse	State/County Certified Document of Marriage
Natural Child	Birth Certificate issued by the State, County or Country of birth. Birth Certificates issued by a hospital are not acceptable as permanent documentation but may be used until the State or County certificate is available.
Stepchild	Birth Certificate issued by the State, County or Country of birth, Marriage Certificate and Custody Agreement or *Other Legal Documentation verifying the employee's/retiree's responsibility for the child.
Foster Child	Birth Certificate issued by the State, County or Country of birth and Placement order or decree issued by a court.
Legally Adopted Child	Birth Certificate issued by the State, County or Country of birth and Decree of adoption or adoption order issued by court.
Child in Employee's Custody	Birth Certificate issued by the State, County or Country of birth and Pre- adoption order or initial placement order issued by court, tribal council, or tribal court.
Legal Guardianship	Birth Certificate issued by the State, County or Country of birth and Guardianship order or plan issued by court.
Foreign Adoption	Birth Certificate issued by the State, County or Country of birth, Foreign adoption approval by the United States Immigration Service Department and legal adoption documentation from country of adoption, or legal adoption documentation by the United States. If not final, member must have physical custody and adoption proceedings underway
Tribal Adoption	Birth Certificate and Resolution from the tribal council (a certificate of recognition or letter of support for the adoption that identifies the biological and adoptive parents) or tribal court documentation, if the adoption was finalized by the tribal court.
Disabled Adult Child	In addition to required documentation as stated above you will be required to provide a disabled dependent certification from the chosen County Group Health Carrier.
Domestic Partner	Affidavit and required documentation as listed on the affidavit.
Child of Domestic Partner	Documentation requested above proving relationship between child and Domestic Partner and Domestic Partner Child Affidavit. Birth Certificate issued by the State, County or Country of birth, and Custody Agreement.

## Qualifying Events

You must report all life changes to the Employee Benefits Services Unit within sixty (60) days of event.  
Below is a list of the documentation required when making a change because of a qualifying event.

Event		Required Documentation
Marriage		See Dependent Eligibility Documentation above
Birth/Adoption		See Dependent Eligibility Documentation above
Employment Status	Change in your employment status or your spouse from either full-time to part-time, or the reverse - or - Start of your spouse's employment - or - Start or end of a leave of absence by you or your spouse - or - Significant change in the cost or conditions of your spouse's health care coverage related to your spouse's employment that affects you.	Letter from employer and/or supporting documentation
Death		Certified death certificate
Divorce		Copy of divorce documentation
Delete Child Dependent Age <=19		Dependent Verification form indicating status change
Add dependent – regain IRS eligibility		Dependent Verification form indicating status change PLUS school transcript indicating full-time student status
Add dependent due to loss of coverage		Letter from employer indicating loss of coverage date
Changes in Medicare/Medicaid entitlement for you, your spouse or dependent	<b>Delete:</b> your spouse or dependent first becomes eligible for coverage under Medicare or Medicaid <b>Add:</b> You, your spouse or dependent loses entitlement to Medicare or Medicaid	Supporting documentation required.
Move	Change in residence. New residence is out of service area of current plan.	Indicate date of move in Section "other"

-If the employee's/retiree's name is not listed on the documentation, additional documents may be required.

-All documentation issued by a foreign country must be accompanied by a certified translation.

-CalPERS requires proof that a dependent child must be under age 26. For all other medical and dental plans dependent children age 19 and older must be considered a qualifying child for IRS purposes as described in the IRS publication 501.

\*Please contact the Human Resources Department, Employee Benefit Services Unit at (925) 335-1746 for further clarification on required documentation.